

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : TOKYO

		NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
			CANADA	LOC-ENG	
A. EXPORT ENQUIRIES	FROM CANADA	: 667	12.00	13.00	2.76
	FROM TERRITORIES	: 1726	7.00	14.00	2.38
B. VISITS TO CLIENTS IN TERRITORY	VISITS	: 647	11.00	8.00	2.06
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS	: 43	4.00	6.00	1.12
	MISSIONS	: 5	7.00	12.00	2.14
	OTHER	: 7	2.00	3.00	0.56
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED		: 83	8.00	8.00	1.76
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA	: 192	6.00	4.00	1.08
	FROM TERRITORIES	: 1180	9.00	11.00	2.22
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA		: 20	1.00	1.00	0.22
	CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA		: 1	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS		: 106	9.00	6.00	1.62
	FROM OTHER GOV'T SOURCES- CONTACTS	: 521	7.00	3.00	1.06
	- REPORTS	: 16	4.00	2.00	0.64
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.		4.00	1.00	0.52
	LEAVE, PROFESSIONAL DEVELOP		8.00	8.00	1.76
J. SERVICE TO OTHER MISSION PROGRAMS			1.00	0.00	0.10
***** TOTALS *****			100.00	100.00	22.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 314
FROM TERRIT : 871

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 21

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 10
- LOCALLY-ENGAGED : 12